



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

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MEMORANDUM

To: District Authorized Representatives
From: Karen B. Crogan, IDEA Part B/Data and Accountability Specialist
Date: September 11, 2009
Re: Discipline Application Security

Last year the Office of Public Instruction (OPI) updated the Citrix School Discipline application to enforce a greater level of security. Nearly all districts complied with the requirement to report a perpetrator using the unique student identifier (the student's state ID from the AIM System) for each incident entered. If you are unable to access the AIM system, please contact the AIM Student Records Manager, Nicole Weissman, at (406) 444-3495 or nweissman@mt.gov.

This year the application will open October 5, 2009.

Enclosed is a report listing the names assigned as registered users to the OPI School Discipline application, by school. These users were added at the request of the Authorized Representative in the district for the 2009-2010 school year. Please review the information.

If a user needs to be removed, please cross the name and contact information off the list. To add a new user, simply fill in the applicable information for the school(s) to which they are assigned.

When complete, the form **MUST** be signed by the Authorized Representative of the district and returned to the OPI, attention Karen Crogan. Even if there are no changes, the report must still be signed and returned. If you have questions, please contact me at (406) 444-0685 or kcrogan@mt.gov.

In order to ensure access to the application when it opens on October 5, 2009, all completed forms must be returned to the OPI by September 25, 2009.

Thank you.